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Mike Chamness – Chair
Illinois Terrorism Task Force

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Mutual Aid Box Alarm System
Quad Cities (Moline-E. Moline-Rock Island)
Regional Superintendents of Schools
School Crisis Assistance Team
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Committees

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Communications
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Emergency Management Workgroup
Fire Mutual Aid
Information Technology
Law Enforcement Mutual Aid
Private Sector
Public Information
Science & Technology
Training
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Volunteers & Donations

ITTF POLICY STATEMENT 2007 (4)

TO: Homeland Security Grant Program (HSGP) and
Infrastructure Protection Program Grantees

FROM: Mike Chamness, Chair
Illinois Terrorism Task Force 

DATE: August 13, 2007

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding
Training Reimbursement

INTRODUCTION:

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for development and helping to implement the state's homeland security strategy as an advisory body to the Governor and oversee the management and administration of the Homeland Security Grant Program. The task force continues to build upon a strong foundation of established working partnerships among its over 60 members, which represent all public safety agencies and associations and every community in Illinois.

GENERAL POLICY STATEMENT

It is the policy of the ITTF to reimburse career, on-call and volunteer personnel who attend a session, who are officially designated by a department as a member of an Illinois Statewide Deployable Team, and who successfully complete the required course of study as certified by the ITTF Training Committee or other U.S. Department of Homeland Security (DHS) recognized training institution in accordance with the document entitled "*Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement Policy For Illinois Statewide Deployable Teams.*"

Reimbursement consideration to attend a training or certification class will only be approved for ITTF recognized requirements associated with Illinois Statewide Deployable Teams (Objective #4 of the ITTF Training Committee Strategic Plan) and/or ITTF mandated training. Reimbursement for other training courses to attain or maintain certification or skills is authorized based upon the approval of the ITTF Training Committee.

Deadline to Submit Requests for Reimbursement of Expenses

All requests for training reimbursement of funds administered by the ITTF must be received by the ITTF office, located at 2200 South Dirksen Parkway, Springfield, Illinois, no later than 60 days after the completion of the course.

Applicability

This policy is applicable to all career, on-call and volunteer personnel, who attend a session, who are officially designated by a department as a member of an Illinois Statewide Deployable Team, and who successfully complete the required course of study as certified by the ITTF Training Committee or other U.S. Department of Homeland Security (DHS) recognized training institution that request training reimbursement through the Mutual Aid Box Alarm System (MABAS), Illinois Law Enforcement Alarm System (ILEAS) or other organization administering training reimbursement funds through the State Homeland Security Grant Program or Law Enforcement Terrorism Prevention Program.

Exception to the Policy

MABAS and ILEAS may request the establishment of training reimbursement requirements more stringent than what is listed in the *"Illinois Terrorism Task Force (ITTF) Training Overtime/Backfill Reimbursement Policy For Illinois Statewide Deployable Teams"* as approved by the ITTF Training Committee prior to the course.

Effective Date of Policy

This policy is effective as of January 24, 2007.



**Illinois Terrorism Task Force (ITTF)
Training Overtime/Backfill Reimbursement Policy
For Illinois Statewide Deployable Teams**

Approved by the ITTF on 24 January 2007

- Reimbursement consideration to attend a training or certification class will only be approved for ITTF recognized requirements associated with Illinois Statewide Deployable Teams (Objective #4 of the ITTF Training Committee Strategic Plan) and/or ITTF mandated training. Reimbursement for other training courses to attain or maintain certification or skills is authorized based upon the approval of the ITTF Training Committee.
- Reimbursement is applicable to career, on-call and volunteer personnel who attend a session, who are officially designated by a department as a member of an Illinois Statewide Deployable Team, and who successfully complete the required course of study as certified by the ITTF Training Committee or other U.S. Department of Homeland Security (DHS) recognized training institution.
- Salaried employees participating in training and exercises outside of their normal work hours are not eligible for reimbursement under this policy, unless exempted by local employment policy.
- **OnCall and Volunteer members of local fire department organizations who attend courses approved for backfill / overtime reimbursement are eligible for a stipend of \$18.97¹ per hour for attendance at the DHS-approved and ITTF-required baseline training for Statewide deployable HAZMAT and / or Technical Rescue Teams. In order to be eligible, the OnCall and Volunteer member must be on the approved team roster maintained by IFSI prior to the commencement of the training course. The stipend will constitute an employment relationship between the OnCall and Volunteer member and the local sponsoring fire organization. Funding for stipends will begin with the FY 2007 DHS State Homeland Security Program (SHSP).**
- All coursework must be through an approved institution or provider who meets the course curriculum requirements of the ITTF Training Committee and consistent with the mission statement of the DHS, Office of Grants and Training.
- The normal salary of career, on-call and volunteer personnel attending an ITTF sponsored training course are not reimbursable if no other additional personnel expenses are experienced which directly relate to the vacancy caused by the individual attending the training.
- To be eligible for any form of personnel time reimbursements, the individual's employing agency must have experienced an actual cost beyond normal operations personnel expenses. Qualified expenses may include overtime, backfill or loss of salary/compensation by the individual attending the training.
- Career, on-call and volunteer personnel may receive reimbursement for lodging and tax at 50% of the state reimbursement rate for that area per room as outlined in the Governor's Travel Control Board, Travel Guide for State Employees (http://www.cms.il.gov/cms/2_servicese_oth/trvlguid.htm). Departments must submit a hard copy of lodging receipts to claim a reimbursement and documentation that indicates the training location is more than 50 miles from claimant's certifying/sponsoring department.
- Reimbursement may only be requested by the individual(s) employing or sponsoring agency.
- Reimbursement requests for career, on-call, and volunteer personnel must be submitted on the "Training Reimbursement Request Form" to the ITTF or other designated organization. Only an

¹ National Volunteer Sector Study on Volunteer Time Approved by the ITTF 24 January 2007

original version of the form with signature from the department head or certifying official will be¹ accepted. Requests for reimbursement must be accompanied by a letter on department letterhead signed by the department head or certifying officer verifying the actual wages that were paid to each of the individuals for whom the department is requesting backfill and/or overtime and/or lodging. Reimbursement requests for law enforcement shall be submitted through ILEAS using the established ILEAS on-line system.

- Only those career, on-call, and volunteer personnel listed on the Illinois Statewide Deployable Team roster on file with the Illinois Fire Service Institute (IFSI) and/or Illinois Law Enforcement Alarm System (ILEAS) prior to the training are eligible to receive backfill and/or overtime reimbursement. Only those personnel who satisfactorily complete the course of study, as certified by IFSI or ILEAS, are eligible for reimbursement.
- All reimbursement requests must be received by the ITTF within 60 days of the completion of the course.
- Reimbursements shall not exceed one and one half times (1.5) the individual's hourly wage (excluding calculation of benefits and longevity pay). Career, on-call, and volunteer personnel who lost salary due to their attendance are eligible for reimbursement of the hourly wage lost at a rate of no more than \$50 per hour as validated by their employing department agency head.
- Travel time is ineligible for reimbursement. Only actual personnel time directly related to training and class scheduled attendance is allowed.
- In no case will more than 48 attendee hours be reimbursed within a five (5) calendar day consecutive period for a the course regarding firefighters temporarily assigned to alternative workweeks, and/or individuals that are assigned to a 24/48 hour schedule.
- In no case will two individuals be reimbursed for the same hourly period for the class activity of a single individual. Explanation: only one individual personnel cost for each qualifying hour will be eligible for reimbursement – either the back-fill or the individual attending class.
- Agency heads shall take appropriate actions to avoid unnecessary personnel expenses while individuals are attending ITTF-sponsored training.
- Costs associated with the individual's salary when attending ITTF sponsored training where no additional personnel expenses are incurred are not reimbursable.
- The Mutual Aid Box Alarm System (MABAS) and ILEAS may request the establishment of requirements to this training reimbursement policy as approved by the ITTF Training Committee prior to the course.

¹ National Volunteer Sector Study on Volunteer Time Approved by the ITTF 24 January 2007